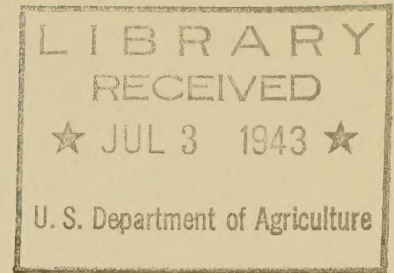
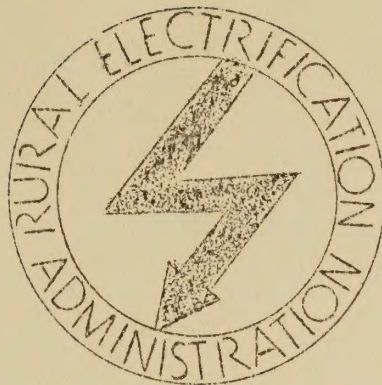


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P R E A L L O T M E N T P R O C E D U R E
F O R
N E W P R O J E C T S

THE PROCEDURE OUTLINED IN THIS
PACKET SHOULD NOT BE USED WITH-
OUT AUTHORIZATION FROM THE DI-
RECTOR OF THE DIVISION OF CO-
OPERATIVE RELATIONS

REVISED OCTOBER 10, 1940
THIS PACKET SUPERSEDES ALL
PREVIOUS ISSUES OF FORM EX-13

• ISSUED BY
DEPARTMENT OF AGRICULTURE
U. S. RURAL ELECTRIFICATION ADMINISTRATION
WASHINGTON, D. C.

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FOREWORD

An REA Cooperative is a group of rural people democratically organized to provide themselves with efficient and economical electric service. It is a community project. Its success is dependent upon the cooperation of every member, and every member should understand the principles of cooperation. It is suggested that each of the sponsors be given a copy of the attached booklet, "A Guide for Members of Cooperatives," and later each member of your cooperative should receive a copy.

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Preallotment Examination Summary (Form EX-24R)	Attached
Weekly Preallotment Program Report (Form EX-33)	Attached

First - Please read this packet carefully.

MEETING AND ORGANIZATION

Call a meeting of representative farmers and leaders, both men and women, from the project area to be served. Your County Agricultural Agent and Home Demonstration Agent, if friendly to the cooperative movement, should be asked to participate in this meeting.

Select at least nine incorporators for the proposed cooperative, who should be representative of the entire area. Inclusion of two or three farm women will be helpful to the project.

PROJECT ATTORNEY

The tentative incorporators should select an attorney to act as counsel for the proposed project. REA does not select the attorney but reserves the right of approval since it must rely upon his opinion with respect to the State laws, the validity of the note and mortgage given to the Government for the loan, and the regularity of all proceedings incident to the loan.

The attorney should have considerable experience in the organization of corporations; in the handling of corporate procedure in long-term financing and other corporation matters; be thoroughly familiar with the State law and practices with reference to obtaining necessary authorizations from public bodies and rights of way from private landowners, and should be one who has worked with farm groups and is fundamentally sympathetic with your enterprise. It will be helpful to you and to REA if he has had experience with cooperatives and understands cooperative procedure and ideals. He should have no clients or affiliations which might cause any conflict of obligations, such as private utilities whose interests might not be for the welfare of the cooperative. He should have a reputation for prompt and speedy work.

The tentative incorporators should select the most capable attorney located nearest to the proposed project headquarters. This will eliminate delays which otherwise are bound to arise, as he should be available for consultation when needed, which will contribute greatly to the progress of the project.

When the attorney has been selected, enter his qualifications on the attached Form LE-188, "Information Regarding Proposed Project Attorney," and air-mail this form promptly to the Legal Division of REA - approval or disapproval will be given immediate attention.

Do not formally engage the selected attorney until you have received the approval from REA. Compliance with this requirement may avoid embarrassment to you, the attorney in question and to the REA.

Take no steps toward incorporation until the attorney has been approved and he has received detailed information and instructions from the Legal Division of REA.

INCORPORATION

After your attorney has been approved, a meeting of the tentative incorporators, and attorney, should be held to proceed with the formal incorporation of the cooperative and the execution of the necessary papers and forms.

Only persons who will be members served by the project, and who can represent geographically a portion of the membership, are eligible to act as trustees. The trustees should elect the officers of the cooperative, who usually consist of president, vice-president, secretary and treasurer.

1. The Board of Trustees should, if the law permits, consist of at least nine people.

NOTE: In some States, Oklahoma for example, the laws may not permit more than five board members. In such cases the board shall consist of the maximum number of trustees allowed by law. These trustees, however, must be user-members and elected from the project area.

2. At least three women should be selected from the project area to serve as trustees.
3. No paid employees of the cooperative such as lawyer, engineer, project superintendent, etc., are eligible to serve as trustees. (This does not prevent trustees' acting as survey leaders.)
4. One officer of the cooperative should be designated to send to and receive from REA all mail in connection with the project.

Do not select as an incorporator or trustee anyone who is or plans to be connected in any way with a business selling electrical or plumbing appliances, fixtures or supplies, or doing house wiring. No one should hold a position of trust if there exists even the remotest possibility that he could use it to gain any personal advantage.

Your attorney should immediately notify the Legal Division and the Division of Cooperative Relations of the date of the action taken and the names and addresses of the officers and trustees elected.

PREALLOTMENT INSURANCE

To protect the cooperative and the persons engaged in its development, REA requires that certain insurance be taken out immediately after incorporation.

REA in behalf of prospective borrowers has made special arrangements with associations representing many stock and mutual insurance companies to obtain the required insurance expeditiously and without any immediate payment. Two methods of purchasing this insurance are available, and are fully described in the Insurance Packet, Form FI-114.

If you wish to purchase the insurance through local companies or their representatives send in Form FI-112. If you wish REA to make these arrangements for you, send Form FI-113, and specify therein whether you prefer a mutual or stock company. Both forms are attached to the insurance packet. Your risks will be covered at once and policies sent you immediately.

NOTE: Do not order insurance until approval of your proposed arrangement is received from REA.

Send in Form FI-112 or Form FI-113 with your incorporation papers--this will avoid delay in allotment.

PROJECT SURVEY COORDINATOR

A reliable person, thoroughly familiar with the proposed project area, should be employed as Project Survey Coordinator.

The Coordinator shall direct, plan and schedule the work of the survey leaders and be responsible for the systematic and satisfactory completion of all survey activities. He shall act as recipient of membership fees collected, record and file all membership applications and easements secured, and assist the engineer in the compilation of the member-survey tabulations and in ascertaining the proper location of members and prospective members on the preallotment maps.

The Coordinator shall be employed not to exceed a sixty-day period, and should an allotment be made to the project prior to the end of that period, his services shall terminate on that day. He shall receive a reasonable monthly salary and car allowance, (as set forth in Item Number 6, page 11 of this packet), which may be paid from the membership funds, the membership fund to be reimbursed if and when an REA allotment is made.

The Coordinator is employed on a temporary basis. His employment is subject to the approval of the board of trustees only.

GROUP INSTRUCTION MEETINGS

Before the Coordinator and the survey people begin work, the attorney should spend some time with them in a group, to explain the forms and discuss the questions which the prospective members are sure to ask. The survey leaders should be able to explain the program and just what signing the forms means to the farmer.

PREALLOTMENT SURVEY

A sufficient number of men and women should be employed as survey leaders--a hundred-mile project will require at least five; a two-hundred-mile project will require ten, each leader to cover approximately 20 miles. The men and women selected should be persons well acquainted with the farmers residing in the project section in which they will work. Under the direction of the Coordinator, these leaders should secure membership applications, collect fees and secure signed easements granting the necessary rights-of-way.

Each leader should be given a copy of the Form EX-11, and they, as well as the board of trustees, should familiarize themselves with its contents.

The board should provide a map showing the area to be surveyed. This map should be divided into sections in such a way that each survey leader will be supplied with the portion of the map covering his district and shall be guided by the proposed line routes as sketched on the section of his map.

To obtain proper acknowledgments of the signed right-of-way easements, it may be necessary to commission the survey leaders as notaries public. In lieu of this, it may be more convenient to deputize the survey leaders as county clerks. Your attorney will be familiar with the better method, and should instruct the leaders as to the proper procedure, and impress upon them the importance of following the plan as outlined.

NOTE: Persons located along existing utility or municipal electric lines and having electric service now available to them shall not be permitted to sign applications for service with the cooperative.

After submission of preallotment data to REA and before an allotment of funds, every effort should be continued to sign up more members along the present proposed lines.

WEEKLY PROGRESS REPORTS

At the back is a form (EX-33) for reporting progress each week. Please send this in regularly. It will help us to serve you better.

MEMBERSHIP FEES

The board of trustees should adopt a membership fee of at least \$5.00 to be paid by each member, and shall select a reputable bank as a depository for such fees collected.

The treasurer shall be authorized to accept for deposit all membership fees collected and shall file all signed membership applications and easements obtained by the survey leaders and Coordinator.

The treasurer or Survey Coordinator shall give receipts for such moneys and papers turned in to them and shall make a book record of such transactions.

Before permitting collection of moneys or fees by the treasurer or Survey Coordinator, these positions should be bonded.

PREPARATION OF PROJECT MAPS

As soon as signed membership applications and right-of-way easements are obtained, select a competent electrical engineer to draft a map similar to the sample attached to this packet. The mapping engineer should be thoroughly experienced with mapping procedures and detailed map layouts.

Although the mapping engineer may be employed to draft the map, this does not guarantee his continuance as project or consulting engineer after allotment has been made.

The mapping engineer should obtain sample copies of all county maps prepared for the proposed area from such sources as the county surveyor, State Highway Department, Post Office Department, Coast and Geodetic Survey, Geological Survey and other sources. These maps can be used as a guide in preparing the standard two-inch-to-the-mile base map required for your project. Tracing cloth is the best material to use as a base in preparing this map. However, tracing paper is sometimes used. Additional copies of the completed map will be required, and the base material must be transparent for reproduction by either the blue-print or the Van Dyke process. Since the scale of this map will be two inches to the mile, it should be divided into convenient sections, preferably 36x42 inches. It is possible to transpose the proposed lines from the original survey map to the two-inch-to-the-mile map by the use of the pantograph. This machine changes the scale and can generally be obtained from an engineer's office.

Indicate on your map the principal rivers, roads, railroads, towns, cities and political subdivisions and county lines; also, existing electric power lines, as well as proposed REA lines, should be located on this base map.

After completing the base map, your mapping engineer should accompany each survey leader into his or her respective region, and note and record the location of each farm, the name of the farmer, whether he has signed the membership application and easement form, and the estimated distance in feet from the farm dwelling to the nearest point from the proposed line, whether on the highway or on private property. This information should be spotted on the map and included on the legend of each map in accordance with the following set of symbols:



(Closed circle) - Signed-member applicant - both membership application and right-of-way easement have been signed.



(Half-open circle) - Right-of-way granted only.



(Open circle) - Prospective member - no forms signed.

250

(Large number) - Member-application number - all membership applications and easements signed by this person should bear the assigned map number.

50

(Small number) - Distance in feet from dwelling to road (over 150 feet).

After the farms are spotted, the proposed lines should be tentatively located according to the indicated signed members. Be sure this line extends from all feasible signed members to the proposed source or sources of power. It is to be clearly understood that the tentative location of these lines is subject to change for such reasons as to improve member density, unfavorable terrain, lack of easements, and poor economic characteristics. Check total mileage, count the signed applications, and try to get the average density up to three or more members per mile. All these data should be indicated and clearly marked on the map.

The REA sample map shows a proposed project in one county area, but this does not necessarily confine the proposed project to one county. The names of the counties into which the lines may extend are to be shown, and the county boundaries plainly defined. Indicate the map scale by drawing a line at least four inches in length and marking it off in proportions of miles.

After completing the standard base map, prepare a smaller skeletonized index map to the scale of one-half inch to the mile. In addition to county and political subdivision lines, locate and clearly number each section of the large map on this small scale map. It is important to show the proposed REA project power lines on this index map with heavy broken lines. REA lines constructed or now being built should be shown by a heavy solid line. Private company rural lines should be shown by a heavy line consisting of dots and dashes. Lines should be spotted on maps and included on legend in accordance with following set of symbols:

(Broken line) - At least one-sixteenth of an inch wide proposed REA lines for this application.

(Solid line) - REA lines constructed, under construction, or for which the loan contract has been signed, should be drawn with a heavy solid line about one-sixteenth of an inch in width. The number of conductors and size conductor in copper equivalent should be clearly marked for each section of line. Indicate the name and number of REA project or projects.

(Dot-dash line) - Existing rural power lines (exclusive of REA lines) - list name of company and voltage of line.



Source of power - indicate name of company, municipality, cooperative or other source, together with the available kva, voltage and one of the following letters:

S.S. - Substation. List high and low voltage.

T.L. - Transmission line.

G.P. - Generating plant.

(NOTE: The use of colors to differentiate between the various lines is not desired, as photostats are frequently made of the maps and the colors are not reproduced.)

It is essential that all airports or airplane landing fields, both public and private, which are now in the project area or are planned for the near future, be indicated very clearly on the maps, even though the airport is not an applicant for service. If any of the proposed lines lie within two miles of an airport, it is recommended that a more detailed map be presented to REA indicating main runways, and the exact location of proposed lines.

In addition to this, special attention should be given to cases where the project expects to render service to CCC camps, Forest Ranger Stations, Boy Scout Camps, and other proposed members of this type. These cases will require individual treatment, and when the project is submitted to REA, the transmitting letter should contain full details of all such cases. They should also be clearly shown on the map.

TWO COPIES of the set of completed maps should be a part of your application to REA; a third copy should be retained for the project files. The person preparing the map should certify as to the accuracy of the information contained thereon, and this statement should be attached to the maps sent to REA for examination. Enclose TWO COPIES, certified as to being true and correct, of the list of signed and prospective members, according to the Survey Tabulation Sheet attached to this packet. The Preallotment Examination Summary (form EX-24R) attached should be filled out and

returned as a part of application. The above material should be assembled into one parcel and mailed to the REA Division of Co-operative Relations promptly.

DO NOT FAIL TO SUBMIT MAPS AND TABULATIONS IN DUPLICATE.
BE SURE TO MAKE A COPY FOR THE PROJECT FILES.

WHOLESALE POWER

Wholesale rates for an REA project should average 1¢ or less per kwh at the wholesale meter.

A committee of the cooperative, accompanied by the map engineer and the county agricultural agent, should confer with the proper authorities of the nearest municipal electric-light plant; officials of the local private utility company or with any large manufacturing plants in your territory that generate electricity, to discuss a source of energy and a feasible wholesale rate for your project. If there is an REA or a public-power-project source of wholesale current available, be sure to call on the officials in charge for a wholesale-rate quotation. Also, secure data stating the voltage, number of phases, capacity and load at a point where wholesale energy can be supplied.

In the case of a municipality, secure details as to installed capacity of the plant, peak load for the past year, the size, age and type (steam engine or turbine, diesel engine or water wheel) of each generating unit and the generating voltage. If this plant can supply your project with energy, determine whether your State or local laws or ordinances permit such a sale.

Mail this information to REA for study and recommendation. Do not attempt to negotiate a contract at this stage of your development. Such contracts are technical and REA rate specialists can accomplish more in cooperation with you later if they are not handicapped by preliminary commitments.

Generally, a project may build a limited number of miles of transmission lines to reach the source of wholesale power. Where necessary and feasible to do so, the project may build a substation to change the voltage from that available to that required for distribution.

RATES TO USERS

Because of the number of unknown factors, it is difficult to quote or assume a definite retail rate for a proposed project. In some instances we may find it necessary to ask a project to secure, through individual member guarantees, a definite revenue per mile per month. The reason for this becomes obvious when one stops to consider that in some sections practically every member will

expect, at least for the time being, to pay only a minimum bill. Where this is necessary, the project people will be notified. A separate explanatory sheet will be attached to Form EX-13 and the membership tabulations should show the respective guarantees. The ability of farmers to pay will vary within the project, as some sections are richer than others, and the better areas can usually be counted on to pull the average revenue up to a figure which will pay out.

After the project has been surveyed and all details submitted to REA, REA Rate engineers will figure a suggested retail rate calculated to assure its paying out, and go over it with your project people.

Rural village members, seasonal members, cottages, cabins, group-tenant houses, as well as churches, community halls, camps, special commercial and industrial members may be considered separately in the rate calculations, and where found advisable, special retail rates and minimums will be set up for them. Write for special rates for these particular cases.

SPECIAL LIMITED SERVICE

There is also a plan which has been devised to enable REA-financed systems to serve low-income rural residents other than those who will normally receive service as covered by the usual minimum monthly bill. This Special Limited Service is a complete installation consisting of a specially constructed small transformer and underground wire from the transformer to the house, and is, as its name implies, for "limited service" only. It is so installed and regulated that it can carry only a small amount of load at any given time. The consumer furnishes the labor for digging the trench for the cable. A standard electric iron, radio and perhaps two or three light bulbs operating simultaneously would be considered maximum output of this set-up.

Since this type of service can be installed at very low cost, a minimum bill of \$1.00 to \$2.00 per member should provide enough revenue to amortize the cost of this installation.

If you have any such prospective consumers who would normally be deprived of REA service but who by this Special Limited Service could participate in the program, write to the Division of Cooperative Relations for details.

HOUSE WIRING

Immediately after an allotment you will be requested to follow suggestions from the Utilization Division on an organized house-wiring program.

SELF-HELP PLAN

Where desirable, a special member-participation plan can be adopted by the project. The main objectives of such a plan are to enable members to:

1. Work on the lines.
2. Receive credits for such work on house-wiring and appliance costs.
3. Reduce cost of construction by using native timber for poles.
4. Pool the purchasing power of all the members and obtain substantial reductions in wiring and appliance costs.

A separate booklet entitled "Self-Help" will be sent if it is desired to proceed under this plan. Write to REA Division of Cooperative Relations for information.

EXPENSES OF PREALLOTMENT SURVEY

The sums as listed below, which are maximum, may be advanced out of the membership fund to meet expenses of the preallotment survey (the membership fund to be reimbursed out of the REA loan), and is subject to REA acceptance of the preallotment survey data and maps as being satisfactory to meet all allotment requirements, and provided that such an allotment is made when funds are available.

Permissible Expenses

1. Securing signed membership applications, collecting membership fees, securing easements--not to exceed \$5.00 per day per person. To this may be added a car allowance of 5¢ per mile, the total mileage not to exceed 500 miles for any one person during the entire easement-signing period. The cost of this work is not to exceed \$200.00 for a hundred-mile project.
2. All suggested incorporation, easement and membership forms will be furnished by REA. A schedule of the maximum allowable fee, which will be inclusive of preallotment work, will be communicated by the REA Legal Division to the attorney and the board of trustees by the letter approving the attorney after receipt of the Form LE-188 in accordance with instructions contained on page 1. Thereupon, after allotment, the board of trustees and attorney will agree as to the fee for complete services within the maximum contained in the letter of approval of the attorney. The letter of approval of your attorney will outline the manner in which the fee should be requested from REA and paid to the attorney.

3. There will be certain fees fixed by law payable to the State or local authorities for incorporation and notaries' commissions. These may be paid on above basis.
4. Map and engineering work, project data and tabulation not to exceed \$250.00 for each 100-mile layout. The map and data shall be prepared complete so that it may be used for engineering purposes after allotment.
5. Miscellaneous expenses, such as mimeographing, easement and membership forms, shall not exceed \$50.00. REA furnishes the sample forms only--all necessary forms shall be reproduced by the cooperative.
6. Salary will be allowed for project-survey coordinator not to exceed a 60-day period, at \$125.00 per month plus automobile mileage at 5¢ per mile not to exceed \$50.00 per month. On a maximum 60-day basis, this gives a total allowance for this purpose of \$350.00.
7. Minimum premiums on insurance required by REA during the Preallotment Period in case it becomes desirable and REA recommends the payment of such premiums from membership fees as described in paragraph 7, page 4, of Form FI-114.
8. See Self-Help packet (Form EX-36R) for allowances for Cooperative Adviser.

Summary of project data to be submitted to REA for final examination.

1. Detailed two-inch-to-the-mile maps IN DUPLICATE.
2. Skeletonized key index map IN DUPLICATE.
3. Certified Membership-Survey Tabulation IN DUPLICATE.
4. Certified statement by mapping engineer and project secretary as to accuracy of maps.
5. Preallotment Examination Summary form (EX-24R) properly filled out.

SUPERINTENDENT

Information on selection of a superintendent will be sent to you after an allotment of funds has been made.

Rural Electrification Administration	INFORMATION REGARDING <u>PROPOSED PROJECT ATTORNEY</u>	Project Designation Date: _____
--	---	--

1. Name _____ Age _____
2. Firm Name _____
3. Address _____
(Distance from proposed project headquarters _____ Miles)
4. Education (Give colleges, degrees, dates)
 - a. General Education _____
 - b. Law School _____
5. When and Where Admitted to Bar _____
6. Describe the character of practice and the relative importance therein of the following. Be as specific as possible.
 - a. Corporate Organization and Finance _____
 - b. Real Property and Mortgages _____
 - c. Public Utility Law _____
 - d. Municipal Corporations _____
 - e. Cooperative Associations _____
 - f. Other fields of Practice _____
7. Public Offices or Employment _____
8. Retained or employed by a Public Utility Company now or at any time (Give details) _____
9. Names of more important corporation clients, giving character and size of client's business in gross receipts and character of legal services rendered them _____
10. Special qualifications not suggested by preceding questions _____
11. References _____

Signature

RURAL ELECTRIFICATION ADMINISTRATION	MEMBERSHIP SURVEY TABULATION	DATE SUBMITTED
	Project _____	
	County _____	_____, 19__

Map No.	MEMBER'S NAME AND POST OFFICE ADDRESS	Guaranteed monthly revenue to start with	Membership		Easements Sign- ed (Yes or No)	Distance from road Approx. Ft.
			Signed (Yes or No)	Amount Paid		
1.	John Doe - Jonesboro Any State, RFD #1	\$3.50	Yes	\$5.00	Yes	450
2.	Joe Turner - Smithville Any State, RFD #2	\$2.50	Yes	\$5.00	No	100
3.	Jim Smith - Greenville Any State, RFD #3	\$0.00	No	- -	Yes	825
4.	Bill Edwards - Brownsville Any State, RFD #4	\$6.00	Yes	\$5.00	Yes	150
<p>(This is a sample tabulation sheet. A complete record of the name and map number of every signed and prospective member should accompany the map and project data when submitted to REA for final approval. Be sure that every number on the map is listed in consecutive order and accounted for on this tabulation sheet. Tabulation sheets shall be prepared in triplicate--the original and duplicate forwarded to REA with the map and project data--the triplicate to be retained by the cooperative for their records. Where the project is developed on the guaranteed monthly revenue plan, the amounts subscribed by the member must be entered in the proper column.)</p>						
TOTALS						

Certified by _____ Secretary of Cooperative

Date _____

MAP COUNT BY COUNTIES	MILES			MEMBERS			
	PRIMARY	SECONDARY	POLE	PROSPECTIVE	% PROS.	SIGNED	TOTAL
TOTAL							

SIGNED MEMBERS _____

PROSPECTIVE MEMBERS _____

AVERAGE SEC. EXTENSION, FT. _____

NO. EXTENSIONS OVER 1000 FT. _____

SIGNED EASEMENTS _____

MEMBERSHIP FEE _____ \$ _____

MINIMUM BILL _____ \$ _____

TOTAL FEES COLLECTED _____ \$ _____

TOTAL MONTHLY GUAR. REVENUE \$ _____

FROM _____

SUBSTATION AT _____

_____ KV. _____ PHASE ☐ Y ☐ Δ

CAPACITY _____ KVA AT _____ KV

MAXIMUM DISTANCE, FROM SUBSTATION _____ MI.

IS PRESENT PHASING SHOWN? _____

REMARKS:

SIGNED MEMBERS _____ PRIMARY MILES _____ DENSITY, MEM./MI. _____
 _____ % PROSPECTIVE _____ SECONDARY MILES _____ CHECKED BY: _____
 TOTAL MEMBERS _____ TOTAL MILES _____ EXAMINING ENGINEER _____

DATE _____

We, the undersigned, certify that the above data regarding _____ PROJECT DESIGNATION have been carefully checked and are accurate. The map correctly records the tabulation data, which in turn are supported by easements, membership or consumer applications and fees obtained in the preallotment survey.

COOPERATIVE

DEPARTMENT OF AGRICULTURE RURAL ELECTRIFICATION ADMINISTRATION	WEEKLY PRE-ALLOTMENT PROGRESS REPORT A-SECTION	PROJECT DESIGNATION: _____
---	--	-------------------------------

(NAME OF COOPERATIVE)

(TOWN)

(STATE)

WEEK ENDING _____

	REPORTED	
	LAST WEEK	THIS WEEK
MILES OF PROPOSED LINE		
MEMBERS (PAID IN)		
EASEMENTS GRANTED		
MILES OF LINE-EASEMENTS GRANTED		
MAPS PRE-ALLOTMENT % COMPLETED		
SURVEY TABULATION SHEETS COMPLETED		

REMARKS

PROJECT SURVEY COORDINATOR

5078

